

State Institute for Empowerment of Persons with Disabilities (SIEP)
SIDR Building, Capital Hospital Campus, UNIT-6, Bhubaneswar-751001.

Tender call Notice

Sealed Tenders are invited from reputed registered manpower service providers for providing manpower support on outsourcing basis to SIEP, Bhubaneswar. The Tender documents containing detailed terms and conditions can be obtained from the SSEPD Deptt. website <http://www.ssepd.gov.in>. or can be obtained from Coordinator, SIEP on payment of Rs.2000/-. The last date and time for submission of tender documents is 28.02.2019 up to 3.00 PM. The Executive Director, SIEP reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

SD/-
Executive Director, SIEP

TENDER DOCUMENTS

Contents of Tender Documents

Sl. No.	Description of contents	Page Number
1.	Scope of work and general instruction for service bidders	3-4
2.	Technical requirements for the tendering manpower service provider	5
3.	Technical specification for the manpower to be deployed in the State Institute for Empowerment of Persons with Disabilities by the service provider	6-20
4.	Tender Application-Technical Bid	21-26
5.	Tender Application-Financial Bid	27-28
6.	Terms and Conditions	29-33

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The **State Institute for Empowerment of Persons with Disabilities (SIEP)** requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of following kind of **manpower to be engaged on** outsourcing basis.
2. The contract of providing the aforesaid manpower is likely to commence from **1st April 2019** and would continue till **31st March 2020**. The period of the contract may be further extended beyond the time provided the requirement of the **State Institute for Empowerment of Persons with Disabilities** for manpower persists at that time or may be curtailed / terminated before **31st March 2020** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the requirements of the **State Institute for Empowerment of Persons with Disabilities (SIEP)**. The SIEP, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. The SIEP's tentative manpower requirement staffs list is mentioned in this tender document for your reference.
4. The estimated cost of the contract will be maximum of **Rs. 18,23,050/-** (Rupees Eighteen Lakh Twenty Three Thousand Fifty) only per month.
5. The tender document can be downloaded from the website **www.ssepd.gov.in**.
6. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rupees Two Lakhs Only) and other requisite documents on or before **28.02.2019 up to 3 PM** at **State Institute for Empowerment of Persons with Disabilities (SIEP)**, SIDR Building, capital Hospital Campus, UNIT-6, Bhubaneswar-751001.
7. The various crucial dates relating to "Tender for Providing Manpower Services to the SIEP" is cited as under.
 - (a) Date and time of receipt of the Tender documents by speed post/ Registered post/ Courier: **28.02.2019 up to 3 PM**
 - (b) Date and time for opening of
 - (i) Technical Bid : **28.02.2019 , 4.00 PM**
 - (ii) Technical Bid Presentation by the Bidders: **Will be communicated after evaluation of Pre-qualification**
 - (iii) Financial Bids of eligible Tenders And selection : **Will be communicated after evaluation of Technical Bid**
 - (c) Likely date for commencement of Deployment of required manpower : **Will be intimated after finalization**
8. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for Providing Manpower Services to SIEP**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to SIEP**".
9. The Earnest Money Deposit (EMD) of **Rs. 2,00,000/-** (Rupees Two Lakhs Only) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of

the service provider in the form of Demand Draft / pay Order drawn in favour of Executive Director, **State Institute for Empowerment of Persons with Disabilities** failing which the tender shall be rejected summarily.

10. The tendering Manpower Service providers are required to enclose photocopies of the following documents (Self-attested), along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:
 - (a) Registration certificate of the applicant's organization.
 - (b) Copy of PAN / GIR card;
 - (c) Copy of the IT return filed for the last three financial years;(2015-16, 2016-17 & 2017-18)
 - (d) Copies of EPF and ESI certificates.
 - (e) Copy of the GST registration certificate;
 - (f) Certified extracts of the Bank Account containing transactions during last three years
11. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.
13. The Technical bids shall be opened on the scheduled date and time at **4.00 P.M on 28.02.2019** in the office chamber of Executive Director, SIEP in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
14. The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The Financial bids shall be opened on the date (which will be intimated) in the office chamber of the Executive Director, SIEP, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Competent Authority of the SIEP reserves the right to cancel all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specification.
 - a. The registered office or one of the branch offices of the manpower service providers should be located within the jurisdiction of the user SIEP / Office. Besides, if the Executive Director, SIEP/ Controlling Officer are procuring manpower for deployment in their Field Office (s), the manpower service provider should provide the name, designation and contract number of the person to liaise with the said Field Office (s).
 - b. They should be registered with the appropriate registration authority.
 - c. They should have at least five years' experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.
 - d. They should have their own Bank Account on the name of the company;
 - e. They should be registered with Income Tax and Service Tax Department/ GST.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
 - g. They should have any other regulatory clearance (to be specified by the user SIEP that may be required for providing manpower services.
 - h. The Minimum average annual turn-over of the company of last 3 years shall at least be One Core.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN
State Institute for Empowerment of Persons with Disabilities (SIEP)**

1. She/ He should be above 18 years of age with following educational qualification, skills and experience.

State Institute for Empowerment of Persons with Disabilities (SIEP)
SIDR Building, capital Hospital Campus, UNIT-6, Bhubaneswar-751001.
MANPOWER REQUIREMENT

1. Administrative Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Co-ordinator	50,000/-PM	1	<p>1. Candidate must have Post Graduate degree in Rehab. Admn./Social Work/Rehab. Science or person with adequate Administrative experience in social welfare sector(Preferably senior retired administrator from Govt./CSR)</p> <p>2. Seven year experience in above mentioned education field.</p> <p>3. Age should not be more than 35 years for open category candidate (5 year relaxation for reserved category candidates). In case of senior retired administrator age should be between 55 to 65 years.</p> <p>(Preference will be given to those candidates who have ability to get funding from Government and Non- Government bodies)</p>
2.	Education Coordinator	35,000/- PM	1	<p>1. Candidate must have Master's Degree in Special Education. Preference will be given to specialization in intellectual disability or hearing impairment.</p> <p>2. Seven year experience in above mentioned in education field</p> <p>3. Age should not be more than 35 years for open category candidate (5 year relaxation for reserved category candidates) (Preference will be given to those candidates who have done research in disability field, experience in presenting research at national level)</p>
3..	Rehabilitation Coordinator	35,000/- pm	1	<p>1. Candidate must have Post Graduate degree in Rehab. Admn./Social Work.</p> <p>2. Seven year experience in above mentioned in education field</p> <p>3. Age should not be more than 35 years for open category candidate (5 year relaxation for reserved category candidates) (Preference will be given to those candidates who have ability to operate rehabilitation projects including CBR)</p>

2. Physio-Occupational Therapy Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Physiotherapist	30,000/- pm	1	<ol style="list-style-type: none"> 1. Degree in Bachelor in Physiotherapy from recognized university 2. Registration/ Practice License will be preferred. 3. Experience of two years in the same field 4. On job training is mandatory
2.	Occupational Therapist	30,000/- pm	1	<ol style="list-style-type: none"> 1. Degree in Bachelor in Occupational Therapy (Both) from recognized university 2. Registration/ Practice License will be preferred. 3. Experience of two years in the same field 4. On job training is mandatory
3.	PT/OT Assistant	20,000/- pm	2	<ol style="list-style-type: none"> 1. Diploma/Certificate in Rehab. Therapy 2. Experience of two years in the same field 3. On job training is mandatory

3. Audiology & Speech Therapy Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Audiologist-cum- Speech Therapist	30,000/- pm	1	<ol style="list-style-type: none"> 1. Degree in Bachelor in Audiology & Speech Language Pathology from recognized university 2. Registration with RCI (Rehabilitation Council of India) council is mandatory 3. Experience of two years in the same field 4. On job training is mandatory
2.	MCD	20,000/- pm	1	Diploma/Certificate in MCD
3.	SLI -	18000/-pm	1	Diploma/Certificate in Indian Sign Language Interpretation.

4. Psychology Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Clinical/ Rehab. Psychologist	30,000/- pm	1	<ol style="list-style-type: none"> 1. Master degree in Clinical Psychology/ Rehabilitation Psychology 2. Registration with RCI (Rehabilitation Council of India) council is mandatory 3. Experience of two years in the same field 4. On job training is mandatory
2.	Psychologist	20,000/- pm	1	<ol style="list-style-type: none"> 1. Master degree in Psychology /counselling Psychology 2. Registration with RCI (Rehabilitation Council of India) council is mandatory 3. Experience of two years in the same field

				4. On job training is mandatory
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5. Blood Disorder Disability Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Microbiologist	30,000/- pm	1	1. MSc. In Microbiology 2. Experience of two years in the same field 3. On job training is mandatory
2.	Lab. Technician	20,000/- pm	1	1. Diploma in Medical Laboratory Technology 2. Experience of two years in the same field 3. On job training is mandatory

6. Visual Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Mobility Instructor	30,000/- pm	1	1. Any Graduate 2. Diploma/ Degree in Orientation & Mobility 3. Experience of two years in the same field 4. Registration with RCI is mandatory 5. On job training is mandatory
2.	Ophthalmic Assistant	20,000/- pm	1	1. Diploma in ophthalmic assistant 2. Experience of two years in the same field 3. On job training is mandatory

7. Pre- Vocational Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Rehabilitation Counselor	30,000/- pm	1	1. Master degree in Social Work 2. Experience of two years in the same field 3. Registration with RCI is mandatory 4. On job training is mandatory
2.	Vocational Teachers- Fashion designing, Beautician, Tailoring & Electronics Appl.	15,000/- pm	4 (1 for each trade)	1. HSC or above from any stream 2. ITI/Diploma in respective subject. Blind Vocational teacher should have one year certificate from national centre Dehradun or any government approved vocational centre. 3. Preference will be given to those candidates who have got training in more than one subject in drawing field. 4. Experience of two years in field.

8. Outreach Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Social Worker	30,000/- pm	1	<ol style="list-style-type: none"> 1. Master degree in Social Work 2. Experience of two years in the same field 3. Registration with RCI is mandatory 4. On job training is mandatory
2.	Community Organizer	20,000/- pm	3	<ol style="list-style-type: none"> 1. Degree in Social Work 2. Experience of two years in the same field 3. Registration with RCI is mandatory 4. On job training is mandatory

9. Children with Hearing Impairment Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Special Educator (HI)	20,000/- pm	2	<ol style="list-style-type: none"> 1. 10+2 of any stream and 2 year Diploma in Hearing impairment (D.Ed. hearing impairment) OR Graduation of any stream and bachelor degree in Hearing impairment (B.Ed., hearing impairment) 2. Registration with RCI (Rehabilitation Council of India) is mandatory 3. Preferences to Master's degree in Hearing impairment (M.Ed. hearing impairment) 4. Experience of two years in the same field. 5. On job training is mandatory
2.	Art Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC or graduation from any stream 2. Graduation or post-graduation in art/drawing from any Government or recognized university 3. Preference will be given to those candidates who have got training in more than one subject in drawing field 4. Experience of two years in field
3.	Music Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC or graduation from any stream 2. Graduation or post-graduation in music from any Government or recognized university 3. Preference will be given to those candidates who have got training in more than one subject in music field (both vocal & instrumental) 4. Experience of two years in field
4.	Craft Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC / Graduation from any stream and a diploma in fashion designing, Home science, Small Scale Business, tailoring, beautician any two of above courses OR course of fashion designing, Home science, Small Scale Business, tailoring, and beautician any one of above. 2. Preferences will be given to those

				<p>candidates who has have certificate course of any of the above along with above mentioned qualification.</p> <p>3. Experience in two years of field.</p> <p>4. On job training mandatory</p>
5.	Computer Teacher	18,000/- pm	1	<p>1. Bachelor degree or post-graduation degree in computer engineering</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>
6.	Physical Edn. Teacher	18,000/- pm	1	<p>1. Diploma or Bachelor degree in physical education (B.P.Ed.)</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>

10. Children with Visual Impairment Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Special Educator (VI)	20,000/- pm	2	<p>1. 10+2 of any stream And 2 year Diploma in Hearing impairment (D.Ed. Visual impairment) OR Graduation of any stream and one year bachelor degree in Visual impairment (B.Ed. Visual impairment)</p> <p>2. Registration with RCI (Rehabilitation Council of India) is mandatory</p> <p>3. Preference to Master's degree in Visual impairment (M.Ed. Visual impairment)</p> <p>4. Experience of two years in the same field.</p> <p>5. On job training is mandatory</p>
2.	Art Teacher	18,000/- pm	1	<p>1. HSC or graduation from any stream</p> <p>2. Graduation or post-graduation in art/drawing from any Government or recognized university</p> <p>3. Preference will be given to those candidates who have got training in more than one subject in drawing field</p> <p>4. Experience of two years in field</p>
3.	Music Teacher	18,000/- pm	1	<p>1. HSC or graduation from any stream</p> <p>2. Graduation or post-graduation in music from any Government or recognized university</p> <p>3. Preference will be given to those candidates who have got training in more than one subject in music field (both vocal & instrumental)</p>

				4. Experience of two years in field
4.	Craft Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC / Graduation from any stream and a diploma in fashion designing, Home science, Small Scale Business, tailoring, beautician any two of above courses OR course of fashion designing, Home science, Small Scale Business, tailoring, and beautician any one of above. 2. Preferences will be given to those candidates who has have certificate course of any of the above along with above mentioned qualification. 3. Experience in two years of field. 4. On job training mandatory
5.	Computer Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. Bachelor decree or post-graduation degree in computer engineering 2. Experience of two years in field. 3. On job training mandatory
6.	Physical Edn. Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. Diploma or Bachelor degree in physical education (B.P.Ed.) 2. Experience of two years in field. 3. On job training mandatory

11. Children with Intellectual Disability Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Special Educator (ID/MR)	20,000/- pm	2	<ol style="list-style-type: none"> 1. 10+2 of any stream and 2 year Diploma in Intellectual impairment (D.Ed. Intellectual impairment) OR Graduation of any stream and one year bachelor degree in Intellectual impairment (B.Ed. Intellectual impairment/MR) 2. Registration with RCI (Rehabilitation Council of India) is mandatory 3. Preferences to Master's degree in Intellectual impairment (M.Ed. Intellectual impairment/ MR) 4. Experience of two years in the same field. 5. On job training is mandatory
2.	Art Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC or graduation from any stream 2. Graduation or post-graduation in art/ drawing from any Government or recognized university 3. Preference will be given to those

				<p>candidates who have got training in more than one subject in drawing field</p> <p>4. Experience of two years in field</p>
3.	Music Teacher	18,000/- pm	1	<p>1. HSC or graduation from any stream</p> <p>2. Graduation or post-graduation in music from any Government or recognized university</p> <p>3. Preference will be given to those candidates who have got training in more than one subject in music field (both vocal & instrumental)</p> <p>4. Experience of two years in field</p>
4.	Craft Teacher	18,000/- pm	1	<p>1. HSC / Graduation from any stream and a diploma in fashion designing, Home science, Small Scale Business, tailoring, beautician any two of above courses OR course of fashion designing, Home science, Small Scale Business, tailoring, and beautician any one of above.</p> <p>2. Preferences will be given to those candidates who has have certificate course of any of the above along with above mentioned qualification.</p> <p>3. Experience in two years of field.</p> <p>4. On job training mandatory</p>
5.	Computer Teacher	18,000/- pm	1	<p>1. Bachelor degree or post-graduation degree in computer engineering</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>
6.	Physical Edn. Teacher	18,000/- pm	1	<p>1. Diploma or Bachelor degree in physical education (B.P.Ed.)</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>

12. Children with Learning Disability Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Special Educator (LD)	20,000/- pm	2	<p>1. 10+2 of any stream and 2 year Diploma LD (Learning Disability) or MR (Mental Retardation) OR Graduation of any stream and 2 year B.Ed. in LD (Learning Disability) or MR (Mental Retardation)</p>

				<ol style="list-style-type: none"> 2. Registration with RCI (Rehabilitation Council of India) is mandatory 3. Preference to Master's degree in learning Disability (M. Ed. Learning Disability) 4. Experience of two years in the same field 5. On job training mandatory
2.	Art Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC or graduation from any stream 2. Graduation or post-graduation in art/drawing from any Government or recognized university 3. Preference will be given to those candidates who have got training in more than one subject in drawing field 4. Experience of two years in field
3.	Music Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC or graduation from any stream 2. Graduation or post-graduation in music from any Government or recognized university 3. Preference will be given to those candidates who have got training in more than one subject in music field (both vocal & instrumental) 4. Experience of two years in field
4.	Craft Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC / Graduation from any stream and a diploma in fashion designing, Home science, Small Scale Business, tailoring, beautician any two of above courses OR course of fashion designing, Home science, Small Scale Business, tailoring, and beautician any one of above. 2. Preference will be given to those candidates who has have certificate course of any of the above along with above mentioned qualification. 3. Experience in two years of field. 4. On job training mandatory
5.	Computer Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. Bachelor degree or post-graduation degree in computer engineering 2. Experience of two years in field. 3. On job training mandatory
6.	Physical Edn. Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. Diploma or Bachelor degree in physical education (B.P.Ed.) 2. Experience of two years in field.

				3. On job training mandatory
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13. Children with Multiple Disability Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Special Educator (MD)	20,000/- pm	2	<ol style="list-style-type: none"> 1. 10+2 of any stream and 2 year Diploma in Multiple disabilities (D.Ed. Multiple disability) OR Graduation of any stream and one year bachelor degree in Multiple disability (B.Ed. Multiple disability) 2. Registration with RCI (Rehabilitation Council of India) is mandatory 3. Preferences to Master's degree in multiple disabilities (M.Ed. Multiple disability) 4. Experience of two years in the same field. 5. On job training is mandatory
2.	Art Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC or graduation from any stream 2. Graduation or post-graduation in art/ drawing from any Government or recognized university 3. Preference will be given to those candidates who have got training in more than one subject in drawing field 4. Experience of two years in field
3.	Music Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC or graduation from any stream 2. Graduation or post-graduation in music from any Government or recognized university 3. Preference will be given to those candidates who have got training in more than one subject in music field (both vocal & instrumental) 4. Experience of two years in field
4.	Craft Teacher	18,000/- pm	1	<ol style="list-style-type: none"> 1. HSC / Graduation from any stream and a diploma in fashion designing, Home science, Small Scale Business, tailoring, beautician any two of above courses OR course of fashion designing, Home science, Small Scale Business, tailoring, and beautician any one of above. 2. Preferences will be given to those candidates who has have

				<p>certificate course of any of the above along with above mentioned qualification.</p> <p>3. Experience in two years of field.</p> <p>4. On job training mandatory</p>
5.	Computer Teacher	18,000/- pm	1	<p>1. Bachelor degree or post-graduation degree in computer engineering</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>
6.	Physical Edn. Teacher	18,000/- pm	1	<p>1. Diploma or Bachelor degree in physical edn. (B.P.Ed.)</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>

14. Children with ASD Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Special Educator (ASD)	20,000/- pm	2	<p>1. 10+2 of any stream and 2 year Diploma in Autism Spectrum Disorder (D.Ed. ASD) OR Graduation of and two year bachelor degree in Autism Spectrum Disorder (B.Ed., ASD)</p> <p>2. Registration with RCI (Rehabilitation Council of India) is mandatory</p> <p>3. Preference to Master's degree in Hearing impairment (M.Ed. ASD)</p> <p>4. Experience of two years in the same field.</p> <p>5. On job training is mandatory</p>
2.	Art Teacher	18,000/- pm	1	<p>1. HSC or graduation from any stream</p> <p>2. Graduation or post-graduation in art/ drawing from any Government or recognized university</p> <p>3. Preference will be given to those candidates who have got training in more than one subject in drawing/ art field</p> <p>4. Experience of two years in field</p>
3.	Music Teacher	18,000/- pm	1	<p>1. HSC or graduation from any stream</p> <p>2. Graduation or post-graduation in music from any Government or recognized university</p>

				<p>3. Preference will be given to those candidates who have got training in more than one subject in music field (both vocal & instrumental)</p> <p>4. Experience of two years in field</p>
4.	Craft Teacher	18,000/- pm	1	<p>1. HSC / Graduation from any stream and a diploma in fashion designing, Home science, Small Scale Business, tailoring, beautician any two of above courses OR course of fashion designing, Home science, Small Scale Business, tailoring, and beautician any one of above.</p> <p>2. Preferences will be given to those candidates who has have certificate course of any of the above along with above mentioned qualification.</p> <p>3. Experience in two years of field.</p> <p>4. On job training mandatory</p>
5.	Computer Teacher	18,000/- pm	1	<p>1. Bachelor decree or post-graduation degree in computer engineering</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>
6.	Physical Edn. Teacher	18,000/- pm	1	<p>1. Diploma or Bachelor degree in physical edn. (B.P.Ed.)</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>

15. Children with CP Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Special Educator (CP)	20,000/- pm	2	<p>1. 10+2 of any stream and 2 year Diploma in CP/ MD (D.Ed. CP/ MD) OR Graduation of any stream and two year bachelor degree in CP/ MD (B.Ed., CP/ MD)</p> <p>2. Registration with RCI (Rehabilitation Council of India) is mandatory</p> <p>3. Preferences to Master's degree in Hearing impairment (M.Ed. hearing impairment)</p> <p>4. Experience of two years in the same field.</p> <p>5. On job training is mandatory</p>
2.	Art Teacher	18,000/- pm	1	<p>1. HSC or graduation from any stream</p> <p>2. Graduation or post-graduation in art/ drawing from any Government or recognized university</p>

				<p>3. Preference will be given to those candidates who have got training in more than one subject in drawing field</p> <p>4. Experience of two years in field</p>
3.	Music Teacher	18,000/- pm	1	<p>1. HSC or graduation from any stream</p> <p>2. Graduation or post-graduation in music from any Government or recognized university</p> <p>3. Preference will be given to those candidates who have got training in more than one subject in music field (both vocal & instrumental)</p> <p>4. Experience of two years in field</p>
4.	Craft Teacher	18,000/- pm	1	<p>1. HSC / Graduation from any stream and a diploma in fashion designing, Home science, Small Scale Business, tailoring, beautician any two of above courses OR course of fashion designing, Home science, Small Scale Business, tailoring, and beautician any one of above.</p> <p>2. Preferences will be given to those candidates who has have certificate course of any of the above along with above mentioned qualification.</p> <p>3. Experience in two years of field.</p> <p>4. On job training mandatory</p>
5.	Computer Teacher	18,000/- pm	1	<p>1. Bachelor decree or post-graduation degree in computer engineering</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>
6.	Physical Edn. Teacher	18,000/- pm	1	<p>1. Diploma or Bachelor degree in physical edn. (B.P.Ed.)</p> <p>2. Experience of two years in field.</p> <p>3. On job training mandatory</p>

16. Common Facilities

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	Supervisor	15,000/- pm	1	Graduate with 2 years' experience

STATE INSTITUTE FOR EMPOWERMENT OF PERSONS WITH DISABILITIES (SIEP)

STAFF REQUIREMENT (For Outsourcing)

1. Administrative Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Senior Clerk	1	10000
2	Accountant	1	10000
3	DEO	2	8880
4	Peon/Watchman	3	8070
	TOTAL	7	

2. Physio-Occupational Therapy Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Attendant (Male/Female)	1:25 (Min. 2)	8070
	TOTAL	2	

3. Audiology & Speech Therapy Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Attendant	1	8070
	TOTAL	1	

4. Psychology Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Attendant	1	8070
	TOTAL	1	

5. Blood Disorder Disability Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Attendant	1	8070
	TOTAL	1	

6. Visual Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Attendant	1	8070
	TOTAL	1	

7. Pre- Vocational Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Attendant	1 per trade (Min. 4)	8070
	TOTAL	4	

8. Outreach Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Attendant	1	8070
	TOTAL	1	

9. Children with Hearing Impairment Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Class Assistant	1:25	9250
	TOTAL	1	

10. Children with Visual Impairment Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Class Assistant	1:25	9250
	TOTAL	1	

11. Children with Intellectual Disability Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Class Assistant	1:25	9250
	TOTAL	1	

12. Children with Learning Disability Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Class Assistant	1:25	9250
	TOTAL	1	

13. Children with Multiple Disability Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Class Assistant	1:25	9250
	TOTAL	1	

14. Children with ASD Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Class Assistant	1:25	9250
	TOTAL	1	

15. Children with CP Unit

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Class Assistant	1:25	9250
	TOTAL	1	

16. Common Facilities

Sl.	Designation & Pay	No of Posts	Take Home Remuneration
1	Cook/ Asst.	2	8070
2	Attendant	2	8070
3	Sweeper/ Watchman/ Peon	4	8070
	TOTAL	8	

2. The Candidate shall have working knowledge of English and Oriya.

APPLICATION- TECHNICAL BID

**For Providing Manpower Services to
State Institute for Empowerment of Persons with Disabilities (SIEP)
SIDR Building, capital Hospital Campus, UNIT-6, Bhubaneswar-751001.**

1. **Name of Tendering Manpower Service Provider:** _____
_____.
2. **Details of Earnest Money Deposit:** DD No. _____
date _____ of _____ drawn on Bank
_____.
3. **Name of Proprietor/ Partner / Director:**

_____.
4. **Full Address of Registered Office:**

_____.
Telephone No. :

Fax No. :

E-Mail Address :

5. **Full Address of Operating / Branch Office:**

Telephone No. :

Fax No. :

E-Mail Address :

6. **Name & Telephone No. of Authorized Officer / Person to liaise with Field Office (s):**

7. **Bank of Manpower Service Provider (Attach certified copy of statement of A/c for the last Three years):**

8. **PAN/ GIR No. (Attach attest copy):**
9. **Service Tax Registration No. (Attach attest copy):**
10. **GST registration number:**
11. **E.P.F. Registration No. (Attach attest copy):**
12. **E.S.I. Registration No. (Attach attest copy):**

13. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Years:

Financial Year	Amount (in lakhs)	Remarks, if any
2015-16		
2016-17		
2017-18		

14. Additional information, if any (Attach Separate Sheet if space provided is insufficient):

15. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.
(if the space provided is insufficient, a Separate Sheet may be attached)

Sl No.	Name of Client address, Telephone & Fax No.	Manpower Service Provided		Amount of contract (Rs. In lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

16. Additional information, if any (Attach Separate Sheet, if required):

Date:

Place:

Signature of Authorized Person

Name:

Seal :

Prequalification Evaluation

The evaluation committee will carry out a detailed evaluation of only those bids which satisfy the pre-qualification criteria defined below.

Sl No	Basic Requirements	Specific Requirements	Documents/Information to be provided in the submitted proposal
1	Legal Entity	The Company should be incorporated under Indian Companies Act 1956 or any other legal entity registered in India like proprietorship or partnership firms. Firm/company must have been registered for a minimum period of five years ending with 31st March 2017.	Certificate of incorporation
			Registration Certificate
			PAN
			IT Returns for the last 3 consecutive financial year (up to date 31st March 2018)
			Service Tax Registration certificate
			GST Registration Copy
			EPF/ESI Registration Certificate
2	Geographical Presence	The bidder must have its office located in the Odisha	Address Proof (No such undertaking shall be considered)
3	Blacklisting	The Company should not have been blacklisted by the Government or Government Entity in the last 3 years ending with 31st March 2018 & till the date of submission of the Bid.	The organization will have to submit an Affidavit (Court affidavit on original stamp paper of relevant value) with following clauses:-
			1. It has not been blacklisted by any Government Organization 2. The organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law. Self declaration by the bidder in Letter Head.
4	Annual Turnover	The company must have an average annual turnover of Rs 1 Crore in last three years	Audited Balance of last three financial Years (FY 2015-16, FY 2016-17, and FY 2017-18).
			The bidder should submit the Chartered Accountant certificate specifically on the average annual turnover.
5	Technical Capability	The Service Provider Agency should have experience of five years' in providing manpower to Government Departments, Public Sector Undertakings, Banks, Insurance Companies etc. for which the required	Year wise Work Order + Work Completion Certificates of the bidder (List to be Prepared in one sheet and submitted)

		experience certificates are to be enclosed.	
6	Manpower Strength	The vendor should have at least 500 Manpower on its roll to be eligible to bid in the Project.	November 2018 ECR/ ESIC deposit details to be considered for this evaluation.
7	Fees	The Bidder must have furnished the EMD of Rs Rs. 2,00,000/-(Rupees Two Lakhs only).	DD from a scheduled bank/ Nationalized Bank payable at Bhubaneswar.

TABLE FORMAT FOR SUPPORTING DOCUMENTS

Particulars	Attached(Y/N)	Page No.
Registration Certificate No./ Date of Registration		
Demand Draft towards cost of tender paper		
Details of Earnest Money Deposit:		
Name of Proprietor /Partner/ Director		
Full Address of Registered Office (with Pin Code, Telephone No, Mobile No, FAX No. , E-Mail Address)		
Full address of Operating Branch Office (with Pin Code, Telephone No, Mobile No, FAX No., E-Mail Address)		
Name, telephone no. / mobile No / email address of authorized officer /person to coordinate with the office of DEPT. OF SSEPD		
Banker of the Manpower Service Provider (Attach certified copy of statement of A/c for the last Three years) Address & Telephone Number of Banker :		
Attested copy of PAN Card		
Statutory Registration No. (under License & Contract Labour Act 1970 obtained from Labour Department, Government of The Odisha		
Attested copy of GST registration certificate;		
Attested copy of the E. P.F. registration letter / certificate & last updated ECR Challan Copy;		
Attested copy of the E.S.I. registration letter / certificate;		
Average Annual Turnover of the agency (Chartered Accountant Certificate Copy)		
Attested copies of the IT return filed by agency for last three years (2015-16, 2016-17 & 2017-18)		
Home Department permission letter for Security Guard		
Affidavit from Notary Public declaring firm is not blacklisted.		
Experience certificate if any.		
Copy of power-of-attorney in the name of the signatory of the Proposal to be submitted		
Give details of the similar contracts handled by the tendering Manpower Service Provider during the last three financial year 2014-15,2015-16 & 2016-17 in the following format		
Presentation CD		

Technical Evaluation

The proposals submitted by the prime bidder will be evaluated on three broad parameters as described in the table below. The bidder must get at least 70% of the maximum possible score i:e out of total @100 marks, in the technical section in order to qualify for opening of the commercial/financial evaluation.

Technical Bid Evaluation Sheet:

Sl No	Criteria	Sub-Criteria	Basis of Evaluation	Maximum Marks	Supporting Document
1	Relevant experience in similar completed Projects	No. and size of completed project: - Experience in manpower outsourcing The work order should have been issued in last 3 years, as on 31st March 2017.	1 project worth Rs 15 Lakh = 5 Marks	40	Work Order + Project Completion Certificate from the Client.
			1 project worth Rs 16 to Rs 30 Lakh = 10 Marks		
			1 project worth Rs 31 Lakh to Rs 45 Lakhs = 15 Marks		
			1 project worth Rs 45 Lakhs and above= 20 Marks		
			Cap of max 40 marks.		
			Note- The marks to be multiplied with number of projects		
2	Relevant experience in similar on- going Projects	Ongoing- project:- Experience in handing similar type of projects in manpower outsourcing	1 project worth Rs 15 Lakh = 2.5 Marks	15	Work Order + Project Completion Certificate from the Client.
			1 project worth Rs 16 to Rs 30 Lakh = 5 Marks		
			1 project worth Rs 31 Lakh to Rs 45 Lakhs = 7.5 Marks		
			1 project worth Rs 45 Lakhs and above=10 Marks		
			Cap of max 10 marks.		
			Note- The marks to be multiplied with number of projects		
3	Average Annual Turnover of the Bidding Company	Average Annual Turnover of the last three Financial Year i:e FY-2015-16, 2016-17 & 2017-18) (Minimum of Rs.one crore as pre-qualification Criteria)	More than equal to 1 crore – 5 Marks	15	The bidder should submit the Chartered Accountant certificate specifically on the average annual turnover.
			More than 2 Crore – 10 Marks		
			More than 3 Crores – 15 Marks		
			Cap of max 15 marks		
4	Proposed Methodology and Team Structure (Presentation)	1. Approach and methodology for resource management 2. Feedback mechanism 3. Number of similar manpower available with the firm	Qualitative assessment based on 1. Team structure & availability of personnel and reporting mechanism- 10marks 2. Recruitment Processs plan) and exception handling-10 marks 3. Bidders (if Any) having experience in the SIEP training - 10marks	30	

Declaration

1. I, _____ Son/ Daughter/ Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of Authorized Person
Name:
Seal :

APPLICATION – FINANCIAL BID

For Providing Manpower Services

State Institute for Empowerment of Persons with Disabilities (SIEP)
SIDR Building, capital Hospital Campus, UNIT-6, Bhubaneswar-751001.

1. Name of Tendering Manpower Service Provider: _____
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

SI	Manpower	Monthly Rate per Person
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No.	Type	*Take home remuneration	EPF	ESI	Other Statutory dues, if any	Service Charge	GST	Total per person (In INR)
	Coordinator	50,000/- PM						
	Education Coordinator	35,000/- PM						
	Rehabilitation Coordinator	35,000/- pm						
	Physiotherapist	30,000/- pm						
	Occupational Therapist	30,000/- pm						
	PT/OT Assistant	20,000/- pm						
	Audiologist-cum- Speech Therapist	30,000/- pm						
	MCD	20,000/- pm						
	SLI -	18000/ pm						
	Clinical/ Rehab. Psychologist	30,000/- pm						
	Psychologist	20,000/- pm						
	Microbiologist	30,000/- pm						
	Lab. Technician	20,000/- pm						
	Mobility Instructor	30,000/- pm						
	Ophthalmic Assistant	20,000/- pm						
	Rehabilitation Counsellor	30,000/- pm						
	Vocational Teachers- Fashion designing, Beautician, Tailoring & Electronics Appl.	15,000/- pm						
	Social Worker	30,000/- pm						
	Community Organizer	20,000/- pm						
	Special Educator (HI/VI/LD/MD/ID&MR/ASD/CP)	20,000/- pm						
	Art Teacher	18,000/- pm						
	Music Teacher	18,000/- pm						

Craft Teacher	18,000/- pm						
Computer Teacher	18,000/- pm						
Physical Edn. Teacher	18,000/- pm						
Supervisor	15,000/- pm						
Senior Clerk	10000/-pm						
Accountant	10000/-pm						
DEO/ PA	8880/-pm						
Sweeper/Peon/Watchman	8070/-pm						
Attendant (Male/Female)	8070/-pm						
Class Assistant	9250/-pm						
Cook/ Asst.	8070/-pm						

*Take Home remuneration as mentioned in the technical requirement of manpower section of this document.

Date:

Place:

Signature of Authorized Person

Name:

Seal :

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
3. The Floor rate of service charge is five percent of the Take home remuneration.

TERMS & CONDITIONS

1. The Agreement shall commence from 1st April 2019 and shall continue till 31st March 2020, unless it is curtailed or deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on **31st March 2020** unless extended further by the mutual consent of the manpower service provider and the authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the manpower service provider and the authority.

4. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the authority.
5. The SIEP, at present has tentative requirement of on urgent basis. The requirement for the above posts may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower service, if required on the same terms and condition.
6. The manpower service provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent state. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
7. The authority reserves the right to terminate the agreement during initial period also after giving 15days notice to the manpower service provider.
8. The person deployed shall be required to report for work
9. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the SIEP, so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower service deploy in the SIEP or office concerned shall be that of the manpower service provider and the SIEP or office concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by the SIEP or office concerned. If at any point of time it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated EMD & security deposits shall be forfeited.
11. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
12. For all intents and purposes, the manpower service provider shall be “employer” within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the manpower service shall not have any claim whatsoever like employer and employee relationship against the SIEP or office concerned.
13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The SIEP shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance of

the deployed person are not attended to by the manpower service provider the deployed person can place their grievance before a joint committee consisting of a representative of the SIEP and authorize representative of the manpower service provider.

14. The SIEP shall be not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation.
15. The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this agreement in its expiry or otherwise the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the manpower service provider.
18. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour commissioner, Provident fund authorities, Employees State Insurance Corporation etc. and a copy of the registered should be submitted. The manpower service provider shall comply with all the legal requirements for obtaining license under contract labour (regulations and abolition) act, 1970 if any at his own part of cost.
19. The manpower service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider. The manpower service provider shall be responsible for contributions towards provident fund and employees' state insurance, whatever applicable.
20. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them. Proper KYC and Character Certificate of the manpower to be deployed should be provided to the SIEP before sending them for reporting at the SIEP, Bhubaneswar.
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the SIEP and office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.

22. In case of resignation or any other reason of leaving / non-discharging duty efficiently by the deployed manpower, the service provider must provide another manpower with 7 days of such kind of situation.

LEGAL

23. The person deployed shall during the course of their work to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this they shall be required to take oath of confidentiality and breach of this condition shall make the manpower service provider as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
24. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the SIEP or office concerned shall have no liabilities in this regard.
25. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the SIEP or office concerned to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the SIEP or office concerned.
26. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the SIEP office concerned or any other authority under law.
27. The tax deduction at source(T.D.S) shall be made one of the provision as per the income tax act/rule, as amended from the time to time and certificate to this effect shall be provided by the SIEP or office concerned.
28. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the SIEP to the office concerned is put to any loss/obligation, monetary or otherwise, the SIEP to the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
29. Agreement is liable to terminated because of non-performance deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The SIEP will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or

damage is caused to the SIEP or office concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.

FINANCIAL

30. The technical bid should be accompanied with an earnest money deposit (EMD), refundable without interest, of Rs. **2,00,000/--** (Rupees Two Lakhs) in the form of demand draft/pay order drawn in favour of the Executive Director, SIEP **failing which the tender shall be rejected out rightly.**
31. The earnest money deposit in respect of the agencies which do not qualify the technically bid (first state)/ Financial bid (second competitive stage) shall be returned to them without any interest. In case of successful tendered if the agency fails to deploy the required manpower against the initial requirement within 30days from date of place in the order, the EMD shall stand forfeited without giving any further notice.
32. The successful tenderer will have to deposit a security amount of Rs. 2,50,000/- (Rupees Two lakh fifty thousand) only in the form of fixed deposit receipt (FDR) made in the name of the Department but hypothecated to the Executive Director, SIEP, covering the period of contract. In case the contract is further extended beyond initial period the FDR will have to be accordingly renewed by the successful tendered.
33. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
34. The manpower service provider shall raise the bill in triplicate along with attendance sheet duly verified by the SIEP or Office concerned in respect of the persons deployed and submitted the same to the prescribed authority in the first week of the succeeding month. As per as possible the payment will be released by the second week of the succeeding month.
35. The claim in bills regarding employees state insurance, provident fund, service tax, etc. should necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the SIEP or office concerned.
36. The amount of penalty calculated @Rs.300 per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by manpower service provider shall be deducted from its monthly bills in the succeeding month.
37. The authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
38. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the

next higher Authority or controlling officer for his decision and the same shall be binding on all parties.

39. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
40. The successful bidder will enter into an agreement with this SIEP for supply of suitable and qualified manpower as per requirement of this SIEP on the above terms and conditions.

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE
DEPLOYMENT OF MANPOWER.**

1. List of Manpower shortlisted by agency for deployment in the **SIEP**, who have to present in duty hours at **the SIEP, Bhubaneswar** containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-data and other credentials of all persons.
3. Character Certificate of the candidate
4. Any other document considered relevant.